




**HOOPA VALLEY TRIBAL
OFFICE OF EMERGENCY SERVICES**
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MEMORANDUM

To: All Tribal Departments
All Tribal Employees

From: Amos Pole, Incident Commander 
Byron Nelson, Jr., Chairman
Tribal Council

CC: Elizabeth Turner, Human Resources
Office of Tribal Attorney

Date: March 20, 2020

RE: Updated Determination of Essential and Non-Essential Departments, Businesses, and Employees in Accordance with the Pandemic Response Plan

Effective immediately all non-essential departments, businesses, and employees are placed on eighty (80) hours of Administrative Leave, pursuant to the Public Health Emergency Leave policy until April 2, 2020.

The following departments have been deemed non-essential:

1. HCATEP
2. Education Afterschool Program
3. Child Care Food Program
4. Child Development/Preschool
5. JOM/Indian Education Center
6. Vocational Rehab
7. Early Head Start
8. Head Start
9. Recreation
10. Hoopa Fire Department- WUI Crew
11. Housing Improvement Program
12. Fisheries Department
13. Forestry/Wildlife (except essential employees and Nursery)
14. TEPA
15. Land Management
16. Musuem
17. THPO
18. Self-Governance

19. Commerce Department
20. Enrollment
21. TERO
22. Planning Department
23. Records
24. Archives

The following businesses have been deemed non-essential:

1. Lucky Bear Casino
2. Tish-Tang Campground
3. Hoopa Development Fund
4. HFI Saw Mill

Please note that the businesses listed above have temporarily suspended services to the public.

However, some employees may be considered essential employees and will continue to report to work. If you are considered an essential employee and you work at the businesses above, you will be contacted by either your immediate supervisor and/or Human Resources.

Due to confidentiality considerations the list of non-essential employees is not included in this memorandum. If you are a supervisor who works in a department on the following list, you will need to contact Human Resources to provide them with a list of employees who have been deemed non-essential and essential.

The following departments have been deemed essential:

1. Education Department
2. K'ima:w Medical Center
3. TANF
4. Two Rivers Tribune
5. KIDE Radio Station
6. Hoopa Tribal Police Department
7. Office of Emergency Services
8. Hoopa Fire Station
9. Volunteer Fire
10. Americorps/TCCC
11. Public Utilities District
12. Food Distribution
13. Tribal Court
14. Hoopa Housing Authority
15. Roads Department
16. Forest- Nursery
17. Administration
18. Office of Tribal Attorney

Re: Determination of Essential and
Non-Essential Departments, Business, and Employees

19. Child and Family Services
20. Fiscal
21. Human Resources
22. Plant Management
23. Elections
24. HFI

The following businesses have been deemed essential:

1. Hoopa Grocery Store
2. Hoopa Mini Mart
3. Tswenaldin Inn

Please note that essential and non-essential determinations may change as we are given updated guidance on how to make these determinations and we the Tribe responds to the COVID-19 Pandemic.